



July 2004

Allocation of High-demand Enrollments for 2004-05

Background

The Higher Education Coordinating Board (HECB) received an appropriation of \$3.5 million in the supplemental state operating budget for fiscal year 2005 to increase enrollment in high-demand fields at Washington's four-year colleges and universities during the 2004-05 academic year.

This is the third such appropriation the board has received since 1999 to respond to two related challenges. In many cases, college and university students are unable to take advantage of educational and career opportunities because enrollment access is limited in certain fields or programs. Simultaneously, many employers report difficulty in hiring enough qualified graduates from Washington state institutions to fill high-skill job openings.

The FY 2005 appropriation is in addition to the \$5.5 million that was included last year in the original 2003-05 budget. The board received its first high-demand appropriation of \$4.7 million in the 1999-01 biennium. The 1999-01 appropriation was for grants to public two-year and four-year colleges and universities, but subsequent appropriations to the HECB have been for only four-year institutions. The State Board for Community and Technical Colleges (SBCTC) has administered the grants to the two-year colleges.

Again this year, the legislature and governor directed the board to manage a competitive process to distribute the new enrollments. The budget designates several fields as priorities for funding, including nursing and other health services, applied science and engineering, teaching and speech pathology, computing and information technology, and viticulture and enology. The budget also places a priority on "compelling proposals that document specific regional student and employer demand" in other fields.

This year's process was conducted in accordance with the governor's veto of a portion of the high-demand enrollment section of the legislature's supplemental budget bill (HB 2459).

In the original 2003-05 budget enacted last year, private (independent) four-year colleges and universities were allowed to participate as partners of the public baccalaureate institutions. However, no partnership proposals were advanced during the 2003 competition. In the

legislature's 2004 supplemental budget, the partnership requirement was replaced by a provision to permit independent colleges and universities to directly submit competitive proposals for funding during the 2004-05 academic year. However, this provision, which would have enabled private colleges to compete for state funds on an equal footing with the public institutions, was vetoed by the governor. The effect of the governor's veto was to restore the original provision permitting independent colleges to compete for high-demand funding as partners with public institutions, but not to directly submit proposals for the 2004-05 academic year. The board did not receive any such partnership proposals this year.

As directed in the budget bill, the board established a proposal review committee to evaluate the proposals. This document reflects the recommendations of the review committee, whose members are listed in Appendix B. The committee unanimously recommends that the board fund the 15 high-demand projects that are described below.

Program Administration Overview

In response to legislative direction – and in recognition of the need to accurately convey the effect of the budget decisions by the governor and legislature – the HECB employed the following schedule to administer the new appropriation:

April 27 – The HECB issues a Request for Proposals (RFP) following consultations with the legislative fiscal and higher education committees, the Office of Financial Management, and representatives of the state's four-year colleges and universities.

May 11 – HECB staff conduct a bidders' conference in SeaTac. The conference is attended by representatives of Central Washington University, Eastern Washington University, The Evergreen State College, the University of Washington, Washington State University, and Western Washington University, as well as staff from the Council of Presidents and the Senate Higher Education Committee.

May 17 – The HECB issues a revised RFP in response to discussion at the bidders' conference. One revision allows the colleges to submit program development proposals that would not result in increased enrollment in 2004-05, in recognition of the fact that some institutions may need more time to develop certain high-demand programs than the three months available this summer. However, the RFP specifies that these proposals will receive lower priority than those that would expand enrollment during 2004-05. Another change encourages the institutions to address the goal of promoting diversity in high-demand fields as one of the desirable attributes of their program proposals. The May 17 RFP is included in Appendix C.

June 4 – The HECB receives 30 high-demand proposals prior to the 5 p.m. submission deadline. Twenty-seven proposals would support increased enrollment during 2004-05. Three proposals, including Western Washington University's only proposal for 2004-05, seek program development funding.

June 14 and 21 – The HECB convenes its 14-member review committee, which includes specialists in health-care, information technology, education and workforce development. On June 21, the committee reaches agreement on its recommendations for new enrollments and funding.

Review Committee Findings

The 30 proposals submitted by the six baccalaureate institutions requested more than twice as much funding and about 70 percent more enrollments than were provided in the supplemental budget. This continues a trend that has occurred in each of the HECB's high-demand competitions and reflects the fact that high-demand offerings are often some of the most expensive programs in the colleges' array of offerings.

The review committee, several of whose members also participated on last year's review panel, offers the following observations about the 2004 process and suggestions for future high-demand initiatives:

- Overall, **the quality of proposals continues to improve**, and the review committee extends its appreciation to the faculty and administrators who developed the proposals and responded to the committee's requests for clarification and additional information. In past years, a number of proposals did not meet the minimum requirements of the RFP, but no proposals were rejected for that reason this year.
- The committee generally supports a proposal from the HECB to develop an **ongoing process to designate certain academic fields** and programs as meeting the definition of "high-demand" – that is, reflecting both unmet student enrollment pressure and the availability of jobs in Washington for skilled graduates – but the reviewers said there is also significant value in preserving the opportunity for universities to identify additional high-demand fields based on unique regional and/or statewide needs and opportunities.
- The HECB once again received several **proposals whose budgets significantly exceeded the average per-student funding** of \$11,000 per year. For example, the committee was unable to recommend funding for proposals to expand programs in pathology and computer science from the University of Washington, because the projected per-FTE costs in both proposals exceeded \$35,000 – more than triple the average funding rate appropriated by the legislature. While not all high-demand programs are also high-cost, most are. This year, two-thirds of the proposals exceeded the \$11,000 per FTE rate.
- For the second consecutive year, the state's attempt to encourage **partnerships in high-demand fields between public and private colleges and universities** failed to generate a single multi-institution proposal. While the review committee did not have the opportunity to discuss this issue extensively, it is clear the current approach is not

achieving its goal of stimulating public/private partnerships. Debate during the 2004 legislative session and the governor's veto of a provision that would have permitted full competition among public and private colleges revealed deep philosophical and practical differences of opinion. **The legislative process is the most appropriate forum for resolution of this difficult issue**, and the review committee encourages lawmakers to discuss it in depth.

- The review committee also offered helpful **advice to the HECB staff** for future high-demand grant competitions, including strong encouragement to develop uniform standards for recognizing program costs that are shared within universities on a per-FTE basis. These include costs for student services, libraries, plant operation and maintenance, and other important programs that serve all students – not just those in specific programs. These suggestions will be acted upon when additional high-demand enrollment funding becomes available.
- The review committee did not recommend funding for **proposals that did not call for enrollment increases** in high-demand programs in 2004-05. The members believed the legislature and governor's primary intent in providing this funding was to support increased enrollment. For that reason, it did not recommend funding for the three proposals that were received for planning and program development in 2004-05. The HECB had revised its RFP to permit such proposals, but specified that proposals calling for enrollment increases in 2004-05 would receive a higher priority for funding.

Review Committee Recommendations

Based on its evaluation of the proposals, the review committee recommends the HECB approve the following actions:

1. **Authorize the HECB staff to develop contracts** for the projects proposed by the successful institutions listed in Appendix A and described below; and
2. **Direct the HECB staff to work with the institutions to clarify any unresolved issues** as it develops the contracts and throughout the academic year. In particular, staff should work with the Office of Financial Management and the universities to ensure consistent, accurate tracking of the increases in high-demand enrollment attributable to these projects.

The projects recommended by the review committee are summarized below. Except as noted, all funding and enrollment totals are for the 2004-05 academic year.

Central Washington University

Bachelor of Arts in Law & Justice – 25 FTE

Funding will enable expansion of the CWU program at the main campus in Ellensburg and at the university centers in Lynnwood, SeaTac and Pierce County. This program prepares students for careers in law enforcement, corrections, and the private security industry, and for law school. A recent survey of graduates showed that two-thirds were employed in law enforcement, crime prevention and corrections, in occupations ranging from police officers to park rangers to court administrators. The university has a 24-member advisory committee for the program that includes a wide range of law and justice professionals and educators, including representatives of the community college system.

Bachelor of Science in Construction Management – 8 FTE in 2004-05, 12 FTE thereafter

CWU's proposal will expand access to the growing field of construction management by adding a specialization in construction engineering. This funding will allow enrollment in the program to grow by about 20 percent, and will support the addition of such courses as contract law, methods of estimating costs, project management and equipment management. In addition, a senior capstone course will enable teams of students to develop comprehensive proposals for construction of a highway, bridge, utility installation or site development project.

Master of Science in Resource Management – 7 FTE

Funding will enable CWU to respond to strong student enrollment pressure in a degree program whose graduates enjoy a 100 percent job placement rate as urban and regional planners, environmental engineering technicians, mapping specialists and in other occupations. Graduates are primarily employed by private resource use or management companies, government agencies, and conservation organizations. American Indians, whose participation is supported by a U.S. Bureau of Reclamation grant program, represent nearly 25 percent of the students in this program.

Eastern Washington University

Bachelor of Science in Dental Hygiene – 6.5 FTE in 2004-05, 14 FTE thereafter

Funding will enable EWU to admit six additional students each year to its baccalaureate dental hygiene program at the Riverpoint Campus in Spokane. Currently, 30 students are admitted each year and receive specialized training augmented by an array of job-related general instruction. Only about one-third of qualified applicants are admitted to the program, which has a 97 percent graduation rate. All graduates have passed the state licensing exam,

and graduates typically receive multiple job offers. Unlike students who receive associate degrees in dental hygiene, baccalaureate-degree holders are qualified to become dental educators, a career field that is expected to grow significantly.

Bachelor of Arts in Special Education – 20.5 FTE

Funding will allow EWU to increase enrollment capacity in a program that trains teachers in one of the fastest-growing education occupations, both nationally and in Washington State. Currently, 122 students are declared special education majors, which represents a 60 percent increase in the past three years; this proposal would increase the number of declared majors by 17 percent.

The Evergreen State College

Master of Public Administration Tribal Governance Concentration – 25 FTE

Funding will enable TESC to add a full class of graduate students in the existing MPA program who will complete a series of core classes and additional courses that focus on tribal governance. This program will build on the college's demonstration project in this field, which recently graduated 12 students. Billy Frank Jr., chairman of the Northwest Indian Fisheries Commission and a former TESC trustee, said students in the demonstration project received "exactly the kind of training and experience that we will need to protect our natural resources and to create sustainable Indian reservation economies and communities."

University of Washington

Bachelor of Science in Bioengineering – 15 FTE

This proposal will enable the UW to accelerate the expansion of its bachelor's degree program in bioengineering by building on high-demand enrollment funding that was allocated by the HECB in 2003. Last year's HECB action allowed the university to expand the major by 30 FTE, to a total of 79 FTE in 2004-05. This year's funding will enable the addition of a further 15 FTE in each of the next two academic years. Bioengineering graduates typically enter the workforce or continue their education in medical school or other graduate programs. Bioengineering education is increasingly important to Washington's economy, and state labor forecasters project a 27 percent increase in employment in this field by 2012.

Bachelor of Science in Informatics – 35 FTE

Informatics is a relatively new field that integrates technology education – including computer science and engineering, networking and data management, with courses offered

through the Information School that focus on the study of information systems from the perspective of the users. The informatics graduation rate is among the highest in the university, and graduates are employed in companies ranging from Microsoft, Google and Amazon to small and mid-sized firms that need database administrators, systems analysts and other professionals with technical and user-focused expertise. The program currently has 70 declared majors and accepts fewer than 33 percent of all qualified applicants. This funding will increase those numbers to 105 students and about 60 percent beginning in 2004-05.

Doctor of Pharmacy – 10 FTE

This program will increase by seven the number of students admitted each year to the university's four-year "Pharm D" program and will increase the number of graduates in a field where reports consistently indicate extremely high demand for skilled workers. (Because students take more than the traditional full-time course load, each individual student generates more than one FTE per year.) A recent UW study found that all Washington hospitals report difficulty in recruiting licensed pharmacists. The program regularly achieves graduation and licensing exam passage rates of 100 percent. Also, about 80 percent of the graduates from this program report their first jobs are in Washington State.

Bachelor of Science in Electrical Engineering – 40 FTE

Additional funding will enable the university to admit an additional 40 students per year into a program that has consistently turned away between 40 and 200 eligible applicants each year. The admission of 40 additional students each year will increase the total capacity of the program from 428 to 468 students. While employment in engineering is expected to grow only modestly in the next two years, state estimates project a 10-year growth rate of about 24 percent for electrical engineers. The review committee considers this an especially good investment opportunity for state funds, in part because the UW program is a national model and is very well supported by industry donations of cash and in-kind services valued at more than \$1 million per year.

Washington State University

Bachelor of Arts in Management Information Systems – 28 FTE

This proposal calls for expansion of the MIS program through expanded capacity in the university's online program, available to students across the state. Because many students who enter the MIS distance education program attend college part-time, expansion of this component will complement the existing campus-based program and extend enrollment – and job – opportunities to students who are often unable to enroll at the Pullman campus. WSU reports growing employer recruitment of MIS graduates, and state and national job forecasts expect information systems occupations to be among the fastest-growing occupations over the next decade.

Expansion of Pre-Science and Pre-Health Science Curriculum – 30 FTE

Funding for this proposal will expand the university's overall capacity to serve students in a number of high-demand fields, including health care, biotechnology and genetics, by increasing enrollments in such "pipeline" courses as biology, chemistry, and physics. Enrollment pressure for core science courses has grown rapidly in the past several years at WSU, forcing the university to regularly close enrollments before student demand was met. The review committee believed that while this enrollment increase would not be focused on a specific academic major, it was very important for the state to support an expansion of capacity in courses that would, over time, help to increase the number of graduates in many high-demand occupations in the science and health fields.

Bachelor of Science in Nursing – 28 FTE

This proposal will increase enrollment in WSU's campus-based nursing programs in Spokane and the Tri-Cities, and in the university's Web-based program for registered nurses who received their initial training at community colleges. The program will enable the university to respond to substantial student enrollment pressure and the well-documented, critical need for more nurses in the state work force. The distance education component of the proposal will increase the university's ability to meet the needs of students and employers in rural as well as urban areas of Washington.

Bachelor of Science in Bioengineering – 20 FTE

WSU proposes to increase enrollments in a relatively new program that responds to rapid expansion of an important sector of the state's economy, and that is central to the university's strategic plans for the colleges of Engineering and Architecture, and Veterinary Medicine. With this support, the university will be able to ensure admission of transfer students into the bioengineering major, which would be much more difficult without this expansion. One-time funding would enable the university to establish and equip a technology-enhanced classroom and to expand laboratories focusing on bioinstrumentation and biomaterials.

Teaching Endorsements in ESL and Special Education – 30 FTE in 2004-05, 54 FTE thereafter

This proposal responds to the state's teacher shortages in two critical areas – English as a Second Language and special education. Current teachers could earn endorsements through the university's online programs and at branch campuses and outreach centers across the state. Per-student costs in these programs are relatively high in the first year but will decline significantly in 2005-06 and beyond as increasing numbers of students are served within the same funding level.

Appendix A

**Higher Education Coordinating Board
2004-05 High-Demand Enrollment Grants
Review Committee Recommendations**

Inst.	Program	2004-05 FTE	FTE in Future*	Recommended Funding	Cost per FTE
CWU	BA in Law & Justice	25	25	\$124,968	\$4,999
CWU	BS in Construction Management	8	12	96,577	12,072
CWU	MS in Resource Management	7	7	104,977	14,997
EWU	BA in Special Education	20.5	20.5	194,787	9,502
EWU	BS in Dental Hygiene	6.5	14	101,873	15,673
TESC	MPA – Tribal Governance Concentration	25	25	162,225	6,489
UW	BS in Bioengineering	15	15	190,292	12,686
UW	BS in Electrical Engineering	40	40	291,596	7,290
UW	BS in Informatics	35	35	243,910	6,969
UW	Doctor of Pharmacy	10	10	113,165	11,317
WSU	BA Management Information Systems	28	28	293,810	10,493
WSU	BS in Bioengineering	20	20	524,362	26,218
WSU	BS Nursing (RN-BSN)	28	28	570,981	20,392
WSU	Endorsements in ESL & Special Education	30	54.3	281,347	9,378
WSU	Pre-Science/Pre-Health Science	30	30	268,130	8,938
Total Recommendation		328	363.8	\$3,563,000	\$10,863
FTE/Funds Available for Grants		324.0		\$3,563,000	\$11,000
Variance		-4.0		0	-\$137
* Three proposals call for increased enrollments after 2004-05 within the funding shown.					

**Review Committee Members
High-demand Enrollment Proposals**

Michelle Andreas
Administrator for workforce education, State Board for Community and Technical Colleges

Cheryl Blanco
Senior program director, Western Interstate Commission for Higher Education
Boulder, Colorado

Troy Hutson
Executive director, Health Work Force Institute, Washington State Hospital Association
Seattle

Debora Merle
Higher education policy adviser, Office of the Governor

Terry Miller
Dean of nursing, Pacific Lutheran University
Tacoma

Rod Proctor
Proctor Consulting (representing the Washington chapter of the AeA)
Seattle

Renee Radcliff Sinclair
Director of congressional and public affairs, Northwest Region, U.S. Chamber of Commerce
Seattle

Doug Vaughn
Senior budget analyst, Office of Financial Management

Bryan Wilson
Associate director, Workforce Training and Education Coordinating Board

Jennifer Vranek
Executive director, Partnership for Learning
Seattle

Higher Education Coordinating Board staff
Bruce Botka, director of government relations and policy (project lead)
Nina Oman, associate director
LeeAnne Velez, secretary senior (project support)
Joann Wismann, director of administrative services



Request For Proposals – REVISED – May 17, 2004

Expansion of Enrollment Opportunities in High-demand Fields

Background

The Higher Education Coordinating Board (HECB) seeks proposals from Washington's baccalaureate colleges and universities to increase student enrollment in high-demand fields. This initiative is designed to respond to two related challenges. In many cases, college and university students are unable to take advantage of educational and career opportunities because enrollment access is limited in certain fields or programs. Simultaneously, many employers report difficulty in hiring enough qualified graduates from Washington state institutions to fill high-skill job openings.

To address these challenges, the 2003-05 state operating budget directs the HECB to design and implement a competitive process among four-year institutions to expand student enrollments in high-demand fields.

In the original biennial budget, private (independent) four-year colleges and universities were allowed to participate as partners of the public baccalaureate institutions. In the Legislature's 2004 supplemental budget, the partnership requirement was replaced by a provision to permit independent colleges and universities to directly submit proposals for funding during the 2004-05 academic year. However, this provision was vetoed by the Governor. The effect of the Governor's veto was to restore the original provision permitting independent colleges to compete for high-demand funding as partners with public institutions, but not to directly submit proposals for the 2004-05 academic year.

Key Provisions For 2004-05

- Proposals will be accepted from any Washington public baccalaureate college or university, either individually or in partnership, including partnerships with private colleges or universities. Proposals may be submitted for undergraduate or graduate-level degree and certificate programs. Public four-year colleges may submit multiple proposals, and each will be evaluated separately based on the criteria described in this request for proposals.

- A total of approximately \$3.6 million is available during 2004-05 to support about 324 FTE student slots. Institutions may request funding for any number of enrollments up to those annual totals.
- State funds are budgeted at an average rate of \$11,000 per FTE. Institutions may submit proposals for funding at higher or lower rates per FTE. Proposed program budgets must account for both state funds and expected tuition collections associated with the proposed new enrollments, and must identify one-time and ongoing costs.
- Institutions may submit proposals for programs in any high-demand academic field as described in the “Review Criteria” section of this document. Among proposals judged to be of equal merit, programs in (1) nursing and other health services; (2) applied science and engineering; (3) teaching and speech pathology; (4) computing and information technology; and (5) viticulture and enology will receive priority. Priority also will be given to compelling proposals that document regional student and employer demand in fields not specified above.
- Proposals must describe the institution’s plans to continue the proposed high-demand programs after the 2003-05 biennium.
- In addition to proposals to increase high-demand enrollment in 2004-05, an institution or partnership may submit one or more proposals for high-demand program development funding that would **not** produce enrollment increases in 2004-05 but would enable the institution(s) to expand enrollment in specifically identified fields or programs during the 2005-07 biennium and beyond. These proposals will receive a lower priority for funding than those that would increase high-demand enrollments in 2004-05.
- Program budgets and work plans will be incorporated into interagency agreements between the institutions that receive high-demand enrollment funding and the Higher Education Coordinating Board. The HECB will provide a budget template to promote consistency in the development of funding proposals.
- The HECB, with the cooperation of the participating institutions, will report to the Governor and Legislature on the impact of this initiative. Institutions that receive high-demand enrollment funding will provide accountability information as outlined in the interagency agreements/contracts to fulfill the reporting requirements described in the state operating budget. The HECB may request additional information if needed to fulfill state reporting requirements.

Review Criteria

In order to be considered for funding, proposals **must** address the following requirements:

- **Identification of goals and outcomes.** Institutions must clearly describe the desired goals and outcomes of the proposed projects. Proposals must include strategies to assess and

report the graduation or completion rates of students, the employment experience of recent program graduates, and other indicators to permit the evaluation of project results.

- **Demonstration of high demand among students and employers.** Proposals must demonstrate:
 1. That new enrollments will be targeted to programs in which student demand for enrollment exceeds the opportunities available at the participating institution(s); **and**
 2. That the students who would benefit from these increased enrollment opportunities will be sought by employers in Washington state for jobs related to their instruction in high-demand fields.
- **Responsiveness to state and/or regional economic needs.** Proposals must describe how they respond to statewide and/or regional economic needs and opportunities. Relevant documentation may include local, regional or statewide economic development strategies, identification of regional industry clusters, labor market information, community development goals, etc.
- **No supplanting.** Proposals must demonstrate that the requested new enrollments would augment existing enrollments. This funding is not intended to supplant enrollments that have been funded through other sources, or to offset or “backfill” budget cuts or over-enrollments that have occurred during the 2003-05 biennium. High-demand enrollment reporting will be governed by the Office of Financial Management (OFM) as part of the statewide enrollment system. OFM will issue instructions to the institutions that receive high-demand allocations to ensure consistent and accurate reporting.

Competitive proposals *may also address* the following desirable attributes:

- Responsiveness to the goal of expanding access and participation in high-demand programs for **all** Washington residents, especially students from segments of the state population that have been historically under-represented in college participation.
- Partnerships among institutions and/or collaboration with community and technical colleges to improve articulation and transfer for two-year college students in the specific high-demand fields addressed in the proposals.
- Partnerships with private-sector businesses, industry associations or other organizations that stand to benefit from the state’s investment in the proposed education programs. These partnerships may include contributions of in-kind assistance or donations of funds, equipment or other resources and activities.
- Sources of additional funding, such as government or industry grants or internal budget reallocations, that are intended to supplement the state high-demand enrollment funds.

- Opportunities for students to gain work experience related to their high-demand field of study while attending college.

Application Process

Proposals must be delivered no later than 5 p.m. Friday, June 4, 2004, to the office of the Higher Education Coordinating Board, 917 Lakeridge Way SW, Olympia WA 98502-6035, to the attention of LeeAnne Velez. Electronic submissions (fax or e-mail) will not be accepted.

Each proposal may contain no more than 15 letter-sized pages (not counting attachments). Institutions that make multiple proposals may use up to 15 pages for each proposal.

The original proposal must be dated and signed by: 1) the president or chief academic officer of each participating institution, and 2) the chief financial officer of each participating institution.

Twelve (12) copies of each proposal must be delivered with the original. Proposals must include the following:

- **Cover page:** Identify the submitting institution, the title of the high-demand program being proposed, the amount of funding and number of enrollments being requested. Display the name and signature of the chief academic officer and chief financial officer of each participating college or university and contact information for people who would be available between June 4 and July 22, 2004, to provide additional information.
- **Program description:** Briefly describe the proposed program, including a work plan showing the project development schedule and the timetable of enrollment increases (headcount and FTE).
- **Responsiveness to economic needs:** Describe and document the relevance of the proposal to statewide and/or regional economic needs and opportunities.
- **Demonstration of demand:** Describe and document the demand among students for the program being proposed, and among employers for the program graduates. Proposals that do not provide specific evidence of both unmet student and employer demand will not receive funding.
- **Identification of program goals, outcomes and assessment plan:** Describe the specific goals and outcomes of the program and the methods that will be used to evaluate the program's effectiveness.
- **Proposed budget:** Demonstrate how the institution intends to use high-demand grant funds and associated tuition revenue to make significant progress toward the desired goals during the 2003-05 biennium. The following budget issues and expenses must be addressed:

- **State funding plus expected tuition revenue** – Program budgets must reflect both state funds and expected tuition collections associated with the proposed new enrollments. Budgets may also indicate the proposed use of other funds, such as private contributions, grants or internal budget reallocations.
 - **Personnel** – Include salaries and benefits. Indicate the number and type of faculty and staff (headcount and FTE) necessary for the project.
 - **Equipment** – Proposed equipment purchases must be directly related to the proposed academic program.
 - **Contracts** – Describe personal services contracts if applicable.
 - **Other costs** – Display proposed funding for student support services, libraries, plant operation and maintenance, and other costs that are commonly distributed among all academic programs at the institution.
 - **Indirect costs** – Reimbursement for indirect costs related to project management may not exceed **8 percent** of the total project cost. This standard is based on the indirect cost limit of the U.S. Department of Education for educational training projects.
 - **Recurring vs. non-recurring costs** – Proposals must distinguish between one-time and ongoing costs.
 - **Plan to continue program beyond 2003-05 biennium** – Proposals must describe the institution's plan to serve students in the identified high-demand program beyond the 2003-05 biennium. (**Note:** While past HECB high-demand grants have been reflected in the receiving institutions' subsequent state funding base, there is no guarantee that state funds will be available for these projects beyond the 2003-05 biennium.) Proposals for program development grants must describe plans to begin the proposed program in the 2005-07 biennium.
- **Attachments:** Attachments may include evidence of partnerships or collaboration, letters of support, or any other information that responds to specific elements of this RFP. Attachments will not be counted against the 15-page limit.

Selection Process

A review committee formed by the HECB will evaluate the competitive proposals. The committee will include representatives of the HECB and OFM, and specialists in higher education, labor market and economic development issues. The review committee will include public- or private-sector specialists in fields that are the focus of specific enrollment proposals. The committee also may include representatives of regional higher education organizations.

Institutions may be asked during the selection process to clarify their proposals and to address possible adjustments of proposed enrollment or budget levels.

The HECB intends to select the successful proposals for 2004-05 at its regular meeting in Cheney on July 22, 2004, taking into account the evaluation and recommendations of the review committee. Funds for the successful projects will be released following the signing of contracts

between the institutions and the HECB. Contracts will incorporate the institutional proposals and budgets, and will address reporting and accountability requirements.

Bidder's Conference And Additional Information

A bidder's conference is scheduled for **9:30 to 11:30 a.m. Tuesday, May 11**, at SeaTac (specific location to be determined). This request for proposals will be discussed in detail, and institutions may seek further clarification of information related to the submission and evaluation of proposals.

To register for the bidder's conference, please contact LeeAnne Velez at 360-753-7800 or by e-mail at leeannev@hecb.wa.gov. For more information about this request for proposals, please contact Bruce Botka at 360-753-7811 or by e-mail, bruceb@hecb.wa.gov.

STATE OF WASHINGTON
HIGHER EDUCATION COORDINATING BOARD

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RESOLUTION NO. 04-17

WHEREAS, The Higher Education Coordinating Board (HECB) was directed by the legislature and governor in the 2004 supplemental state budget (HB 2459) to distribute approximately 324 new full-time equivalent (FTE) enrollments to high-demand fields and programs at the state's baccalaureate colleges and universities during the 2004-05 academic year; and

WHEREAS, The Higher Education Coordinating Board developed and implemented a competitive process for awarding the new enrollments in consultation with the Office of Financial Management and the legislative fiscal and higher education committees; and

WHEREAS, Upon the completion of that process the board received recommendations for the distribution of the new enrollments and associated funding from a review committee whose members included representatives of the board and the Office of Financial Management, industry and education experts and labor-market specialists; and

WHEREAS, The board agrees with its review committee that the proposals recommended for funding represent an excellent opportunity to expand enrollment in fields that are experiencing strong enrollment demand, and whose graduates are in demand among Washington employers;

THEREFORE, BE IT RESOLVED, That the HECB approves the recommendations of its high-demand enrollment review committee and directs the staff to execute interagency agreements with the successful institutions for the allocation of the new enrollments and the release of related funding; and


BE IT FURTHER RESOLVED, That the HECB staff is directed to work with the institutions to address any remaining unresolved issues related to the interagency agreements, and to work with the Office of Financial Management to develop consistent methods of tracking and reporting the expanded enrollments to the legislature and governor; and

BE IT FURTHER RESOLVED, That the board extends its sincere thanks and appreciation to the members of the review committee who evaluated each proposal and invested significant time and effort to develop an excellent funding recommendation.


Adopted:

July 22, 2004

Attest:



Bob Craves, Chair



Gay Selby, Vice Chair

